

When working from off-campus, click the blue off-campus button next to the name of the database to search. Match up the provider's name (i.e. EBSCO, FirstSearch) with passwords.

PASSWORDS TO ONLINE DATABASES

(For AU students, faculty, and staff – ONLY)

Library Home Page URL

www.aurora.edu/library/

Online Catalogs (for books)

ILLINET Online

See also Worldcat in Statewide Illinois Library Catalog databases

Patron barcode number is a combination of the prefix
2251100 plus AU student faculty staff ID number
to make up your 14 digit patron number
Example: 22511000234567

Periodical Indexes with fulltext

(Passwords are case-sensitive)

BioONE

Username: aurora1
Password: Gladstone

COLUMBIA EARTHSCAPE

User ID: aurora2
Password: ecology

EBSCO: Academic Search Elite – Business Source Elite

Clinical Reference Systems – PsycINFO

Newspaper Source – CINAHL – ERIC

Health Source/Consumer Edition – Health Source/Nursing Academic Edition

User ID: s8990362
Password: password

INFOTRAC: Business & Company ASAP

Expanded Academic ASAP – Health Reference Center

Patron ID: see Patron barcode above

WSBANK: Chicago Tribune

News Illinois

username & password
both: ra-10415

PROQUEST: Criminal Justice Periodical Index

Proquest Nursing Journals

Account#: 003DCQPF67
Password: welcome

STATEWIDE ILLINOIS LIBRARY CATALOG (formerly FirstSearch):

ABI Inform – ArticleFirst – ERIC

Medline – Wilson Select

Periodical Abstracts

Authorization: 100107502
Password: xax.stack

Periodical Indexes – abstracts or citations only

OVID: ERIC – MLA – PAIS

Wilson Biological Abs. – Wilson Gen. Sci.

Patron ID: see Patron barcode above

WEBSPIRS: Criminal Justice Abs

Social Work Abs. – SportDiscus

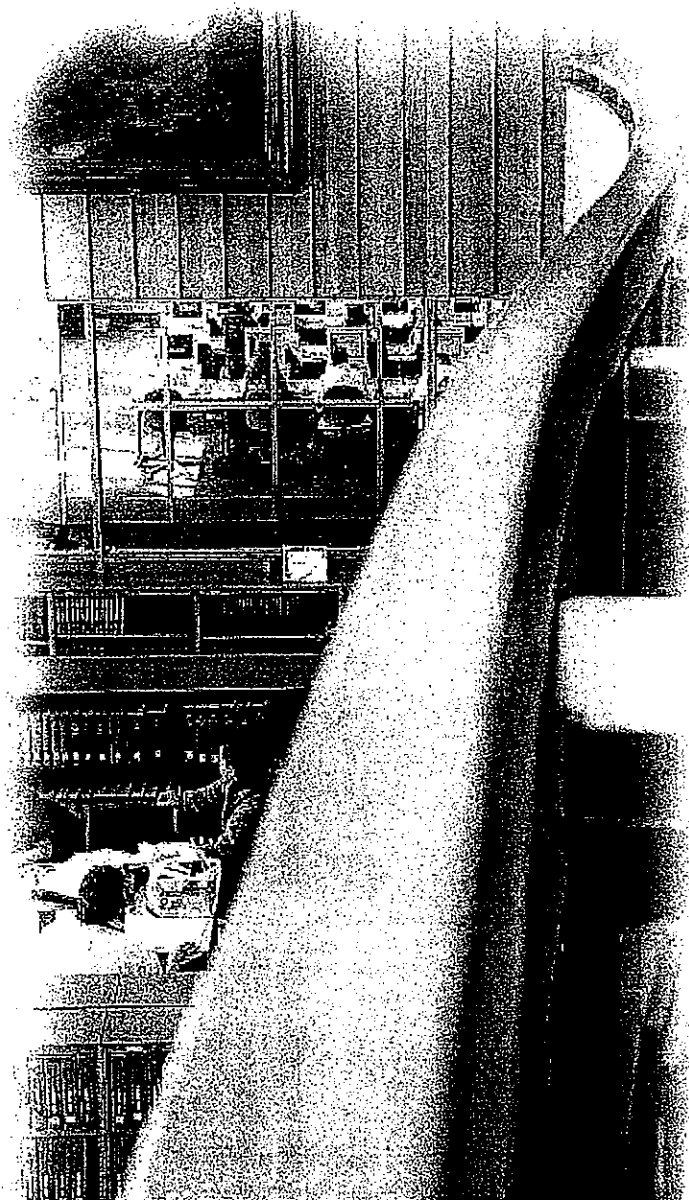
Username: c26785
Password: aodvlcbc

SEE OTHER SIDE FOR MORE PASSWORDS.

Other Full-Text Resources

AMERICAN CHEMICAL SOC. JOURNALS	On campus only – no password
ANNUAL REVIEWS	On campus only – no password
BOOKS IN PRINT	Password : AuroraU Username: AuroraU
CHRONICLE OF HIGHER EDUCATION	Username: 22188032 Password: spartan93
CQ RESEARCHER	Username: aurora Password: cqpress
DIGITAL DISSERTATIONS (PROQUEST)	Username: dissertations Password: au99lib
HARPWEEK	On campus only – no password
KRAUSE CURRICULUM LIBRARY ONLINE: www.kcdlonline.com	User ID: aueduc Password: phillips
OXFORD ENGLISH DICTIONARY (OED)	Username: auroraun Password: auroraun
PHYSICIAN'S DESK REFERENCE (PDR)	On campus only – no password
PBS VIDEODATABASE	Username: medialibrary Password: aurorauniv
REFERENCE USA	Patron ID: see Patron barcode above
STATEWIDE ILLINOIS LIBRARY CATALOG (formerly FirstSearch) Electronic Collections Online (ECO) World Almanac	see above for password
VALUE LINE: valueline.com	User ID: 9032 Password: stocks

Library Use Manual:



Research in Education

LIBRARY USE MANUAL: RESEARCH IN EDUCATION

This manual is available for downloading from <http://www.aurora.edu/library/guides/edu.htm>.

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Introduction

Welcome to the Aurora University Library! The library faculty and staff are here to assist you with your research projects. This booklet should help you to get started. If you have questions as you engage in your research, please feel free to call us for help (630) 844-5437.

Your Student ID

For Aurora University Library use purposes, your student ID is a 14-digit number beginning with 2251100 _____. The last seven digits are your student ID number.

Library Services

Reference and Research Assistance: Aurora University Library generally has a librarian on duty during all opening hours. Please feel free to ask the reference librarian on duty for assistance when you come into the library.

Phone or Email: If you are working from off-campus and have a question, please call us at (630) 844-5437, or email at libref@aurora.edu.

Web Access: You can search for books and periodicals via the Web from off-campus locations. The library's home page is located at <http://www.aurora.edu/library>. You will need passwords to access electronic databases from home. If you have not received those passwords in a library use orientation session, please telephone the library to receive them.

Inter-Library Loan: Interlibrary Loan enables you to borrow materials from other libraries. If you wish to receive materials not owned by Aurora University Library, you may request those materials via interlibrary loan (ILL).

There is no charge for borrowing books and dissertations via ILL. When journal articles are requested, you will receive a photocopy of the article. Ten cents per page is charged for photocopying, the same charge that would be incurred if you photocopied an article in the library. The photocopy of the article is yours to keep.

Allow two weeks to receive materials via ILL. Begin your research as soon as possible to allow for these time restrictions! Keep a record of the items you request, and contact the library at (630) 844-5437 if you do not receive requested materials after two weeks' time.

On-Campus Requests for Interlibrary Loan:

1. Illinet Online request function, for pickup at Aurora University or any ILCSSO library. (See page 9 for list of ILCSSO libraries.)
2. Paper Interlibrary Loan Request Form.
3. Electronic interlibrary loan request form from all Statewide Illinois Library Catalog (also called FirstSearch) databases.

4. Electronic request form linked to "Library Services" link on library home page. Then click "Document Delivery."

If requested for pickup at the Aurora University library, materials will be held at the circulation desk for pick-up by the student. There is no charge for borrowing books. Journal articles will be charged at the rate of ten cents per page. Any costs incurred for materials ordered but not picked up will be charged to the student's account. Journal articles need not be returned to the library.

Off-Campus Cohort Students' Requests for Delivery of Items:

Because off-campus cohort students study at locations remote from the Aurora University main campus, all in-print materials, whether held by Aurora University Library or other libraries, will be delivered to the location requested by the student, either home address, office address, or school at which they teach. The off-campus cohort students may request materials in one of two ways:

1. Illinet Online request function (for pickup at ILCSO libraries only, see page 9 for list).
2. Electronic interlibrary loan request form from all Statewide Illinois Library Catalog (also called FirstSearch) databases.
3. Electronic request from "Document Delivery" link on library home page.

When using the electronic document delivery request form found linked to the library home page, type "Off-Campus Cohort" in the "Additional Notes" box of the form. When requesting from Statewide Illinois Library Catalog (also called FirstSearch) databases, select "Cohort" in the "Dept or Branch" box. Materials will be sent to the address noted by the student on the electronic form. The student is responsible for books until the books are received back in the library. Therefore, UPS or another delivery method that has a tracking system is recommended.

The student will be charged for postage for books, and for postage plus ten cents per page for journal articles. Journal articles need not be returned to the library. Charges will be posted to the student's account.

Delivery Options:

Location and Delivery Method:

U.S. mail to address specified on request form*

Express (overnight) mail to address specified on request form*

Fax to number specified above (photocopies only)*

* Additional delivery charge for these methods

Costs (to be billed to patron):

Book delivery: Appropriate postage, if any.

Photocopies and microform prints: Appropriate postage, if any, plus \$.10 per page

Fax (photocopies only): Copying charge of ten cents per page, plus \$1.00 for each 15 pages or portion thereof

US mail and express mail: Copying charge, plus mailing costs

Information Needed to Place Requests

Complete information about the item is needed. This is called the *record*, or the *bibliographic record*.

The record for journal articles consists of:

Author

Title of Article

Title of Journal

Volume Number

Issue Number

Date of Publication

Page Numbers

The record for books consists of:

Author

Title

Edition (if any)

Date of Publication

Publisher

Location of Publisher

The record for theses and dissertations consists of:

Author

Title

Date

Name of Degree-Granting Institution

Location of Institution

Note: If you are using APA citation style, and the dissertation is found in Dissertation Abstracts, you will need the Dissertation Abstracts Volume Number and Page Number to cite the dissertation correctly.

Results from an ERIC search may include journal articles, books, dissertations, pamphlets, or other material types. The record for ERIC documents may provide some, but not all, of the needed book record information. Each ERIC document has a unique number, which begins with the letters ED, followed by six digits. If you give us the correct *ED number*, your request will be facilitated.

Complete information about yourself and your preferred delivery method is also needed. Please give us your phone numbers and email address. If we have a question about your request, we will contact you. In the "Department or Branch" space choose cohort or non-cohort.

Access to Books, Periodicals and Microforms

Books

1. Books at AU and Consortia Member Libraries: Use Illinet Online
2. Books Worldwide: Use WorldCat from Statewide Illinois Library Catalog (SILC), also called FirstSearch

Periodicals

1. Online databases: See section below "Online Databases and Full-Text Resources"
2. Periodical Holdings from www.aurora.edu/library/periodicals
3. Full-Text Electronic Journals holdings link from library home page

Microforms

Back issues of journals are available on microfilm and microfiche. The "Periodicals Holding" link notes journals that are held in-print and in microform/microfiche. If you need an older document that is not held by the AU library, request it via inter-library loan.

Online Databases and Full-Text Resources

What is a database?

A database is a systematically organized, computerized catalog providing access to journal articles, books, dissertations, films, music and other materials. A database is indexed to facilitate retrieval of information by subject, author, title and other methods.

What is the difference between searching a database and searching the Internet?

Aurora University purchases electronic databases to provide students with access to a broader scope of subjects, covered in greater depth than is available on the Internet. Electronic databases are organized to save you, the researcher, time, effort and money.

It is possible to find scholarly material on the Internet. However, the material is scattered haphazardly throughout a variety of sites. In addition, many sites will charge a fee to allow you to download the full-text of articles. You should be aware that your professional memberships may allow you to access the full-text of journals published by the organizations of which you are a member. Check with the member services department of professional organizations to make the most of your membership fees.

How do I select a database?

Databases for Education

ERIC
Digital Dissertations
Professional Development Collection (EBSCO)
ProQuest Education Journals

Databases for Subjects Related to Education

PsychArticles (EBSCO)
PsychINFO (EBSCO)
Criminal Justice Periodical Index
WorldCat (Statewide Illinois Library Catalog [SILC], also called FirstSearch) (indexes books worldwide; books are available through Inter-Library Loan)

General-Use Databases (cover a broad range of topics at a level primarily suitable for undergraduate work)

WilsonSelect (Statewide Illinois Library Catalog) (also called FirstSearch)
Periodical Abstracts (Statewide Illinois Library Catalog) (FirstSearch)
Academic Search Elite (EBSCO)
Academic Search Premier (EBSCO)
Expanded Academic ASAP (InfoTrac)

What is a database provider?

"Database Providers" are the companies that index and digitize the information contained in the database. In some cases, the Aurora University Library purchases only one database from a provider. From other providers such as Statewide Illinois Library Catalog (also called FirstSearch), EBSCO, InfoTrac, and ProQuest, the library purchases more than one database.

When you use databases from off-campus, you will have to input a password or password/authorization combination to gain access. The different database providers have different passwords or password/authorization combinations. If you do not have the passwords, you can contact the library for them. If you have the passwords, but do not know which password or password/authorization combination is correct for the database provider you have chosen, go to the "Databases by Name" web page, found at <http://www.aurora.edu/library/databases.htm>. The right-hand column provides the names of all databases followed by the names of the database providers in parentheses.

How do I know what journal articles are available full-text on-line?

The library's home page displays the link "Full-Text Electronic Journals." This provides an alphabetical list of the journal titles and dates of coverage that are available in the full-text on-line databases provided by the Aurora University Library. You can link directly to a database web site from the main index page, or look up a particular journal by title.

How do I search electronic databases?

General Search Tips

To develop search terms, pretend you're describing your topic to someone outside the field of education. What basic terminology best describes your topic? Prioritize the importance of the concepts. Include the academic level you are researching, elementary, middle school, secondary, post-secondary, etc.

Once you identify one or two articles appropriate for your topic, look at the subject headings included in the records for those items. Those subject headings can be used to further refine your search.

Some online records will provide the item's bibliography. Read the bibliographies of relevant items to find more information. Use the sources you have found to find even more sources.

Searching ERIC

ERIC records are identified by a unique, six-digit number, which begins with either the letters "ED" or "EJ." Items with an EJ number are journal articles. The title of the article is found under the "Source" field in the record. If an article is not full-text online in the database you are searching, see if it journal article is full-text on-line in another one of our databases, by starting at the library's home page > Full-Text Electronic Journals > Index to Full-Text Journals, and entering the title of the Journal in the box next to the words "Title begins with." To see if a journal is available in-print in the library, Library Home Page > Library Resources > Periodicals Holding List. The holdings list will tell you the title of the journal, the dates held, the format (hard copy, microfilm, microfiche), and the location. If the library does not hold the article you want, request it via interlibrary loan. Allow TWO WEEKS to receive interlibrary loan items.

Items with an ED number are documents, books, pamphlets, theses, dissertations, or reports. The "Record Type" and "Document Type" fields will tell you what the item is. If an ED number is a book, check the library's online catalog (Illinet Online) to see if the library holds the book. If we do not hold the book, check all ILCSO libraries using Illinet Online. If not available in all ILCSO, then request the book via interlibrary loan, using WorldCat from Statewide Illinois Library Catalog's (also called FirstSearch) integral interlibrary loan function.

Using Digital Dissertations

Thanks to a grant from the College of Education, the library is able to offer the full-text of many dissertations dated 1997 to the present in the social sciences and humanities via a subscription to Digital Dissertations. The College of Education has funded this subscription through June 2005.

If a dissertation in your list of search results is available full-text online, the Adobe Acrobat icon (a red, swirly letter A) and a "free download" button will appear. Click the "free download" button. You will be asked to supply your email address. The dissertation will be emailed to you.

DO NOT PRINT the dissertation in the library or computer labs. Because of the large size of most dissertations, printing can take a very long time, over an hour in some cases. For this reason AU does not support the printing of large documents from the library workstations or computer labs.

For instructions on downloading and obtaining hard copy, see Downloading and Printing Dissertations at <<http://www.aurora.edu/library/dissertations.htm>>.

Access to Other Libraries

Wisconsin Residents

BadgerLink <<http://www.badgerlink.org>> provides access to information for Wisconsin residents in cooperation with the state's library community. To take advantage of the resources offered by BadgerLink, Wisconsin residents must choose an Internet provider is registered with BadgerLink. A list of these providers is available from the BadgerLink Web site. BadgerLink offerings supplement those of Aurora University Library; therefore, when doing research, Wisconsin residents are urged to consult both the BadgerLink and Aurora University Library Web sites.

State of Wisconsin residents may also use the State of Wisconsin university library system. For a \$10.00 deposit, Wisconsin residents may check books out of Wisconsin university libraries. When all books have been returned, the \$10.00 deposit is refunded. Contact the circulation services dept. of your closest State of Wisconsin university for details.

All Aurora University Students

Through consortial agreements, Aurora University Library patrons may check books out of the libraries listed below, when a currently validated student ID is shown.

Augustana College (309) 794-7000
Benedictine University, Lisle (630) 829-6050
Bradley University, Peoria (309) 677-2850
Catholic Theological Union, Chicago (773) 753-5321
Chicago State University, Chicago (773) 995-2251

Columbia College, Chicago (312) 344-7906
 Concordia University, River Forest (708) 209-3050
 Danville Community College (217) 443-3222
 DePaul University
 2350 N. Kenmore (773) 325-7862
 1 E. Jackson (312) 362-8432
 Law Library (312) 362-6892
 Dominican University, River Forest (708) 524-6876
 Eastern Illinois University, Charleston (217) 581-6061
 Elmhurst College, Elmhurst (630) 617-3160
 Eureka College, Eureka (309) 467-6380
 Governors State University, University Park (708) 534-4111
 Greenville College, Greenville (618) 664-2800 x 4351
 William Rainey Harper College, Palatine (847) 925-6184
 Heartland Community College, Normal (309) 268-8293
 Illinois Central College, East Peoria 309-694-5461
 Illinois College (217) 245-3000
 Illinois Institute of Technology
 35 W. 33rd, Chicago (312) 567-3355
 Wheaton (630) 682-6050
 College of Architecture (312) 567-3256
 Study of Ethics Center (312) 567-6913
 Illinois Math & Science Academy materials are available via Inter-Library Loan
 only. This is a high school and therefore is a closed campus.
 Illinois State Library, Springfield (217) 785-5600
 Illinois State University, Normal (309) 438-3451
 Illinois Valley Community College, Oglesby (815) 224-2720x306
 Illinois Wesleyan University, Bloomington (309) 556-3172
 Joliet Junior College, Joliet (815) 729-9020x2496
 Judson College, Elgin (847) 695-2500
 Kankakee Community College, Kankakee (815) 933-0258
 Kendall College, Evanston (847) 866-1300 x 1287
 Lake Forest College, Lake Forest (847) 735-5074
 Lewis and Clark Community College (618) 466-3411
 Lewis University, Romeoville (815) 838-0500x5300
 Lincoln Christian College & Seminary, Lincoln (217) 732-3168x2234
 Lincoln Land Community College (217) 786-2200
 McKendree, College, Lebanon (618) 537-6950
 Milliken University, Decatur (217) 424-6214
 National-Louis University
 Evanston (847) 475-1100x2288
 Chicago (312) 621-9650x3376
 Wheaton (630) 668-3838x4530
 Wheeling (847) 465-0575x5503

Newberry Library (312) 943-9090

The Newberry Library is a non-circulating library. All of the collections are used only within the Library. Although books may not be sent through interlibrary loan, you may obtain copies from works in the Newberry's collections. Please see the Newberry's Interlibrary Loan Services Policy for details:

www.newberry.org/research/researchhome.html

North Central College, Naperville (630) 637-5700

North Park University, Chicago (773) 244-5580

Northeastern Illinois University, Chicago (773) 794-2615

Northern Baptist Theological Seminary, Lombard (630) 620-2104

Northern Illinois University, DeKalb (815) 753-1995

Oakton Community College

DesPlaines (847) 635-1644

Skokie (847) 635-1474

Olivet Nazarene (815) 939-5011

Parkland College, Champaign (217) 351-2223

Quincy University, Quincy (217) 228-5345

Robert Morris College (800) 225-1530

Roosevelt University

400 S. Michigan, Chicago (312) 341-3643

Schaumburg (847) 619-7980

Saint Xavier University, Chicago (773) 298-3352

Sauk Valley Community College, Dixon (815) 288-5511 x 247

School of the Art Institute, Chicago (312) 899-5097

Southern Illinois University

Carbondale (618) 453-2522

Edwardsville (618) 650-2174

Springfield (217) 782-2658

Trinity Christian College, Palos Heights (708) 597-30000

Trinity International University, Deerfield (847) 317-4000

Triton College, River Grove (708) 456-0300x3215

University of Illinois

Chicago (312) 996-2716

Health Science, Chicago (312) 996-8974

Health Science, Peoria (309) 671-8490

Health Science, Rockford (815) 395-5650

Health Science, Urbana (217) 333-4893

Springfield (217) 206-6597

Urbana-Champaign (217) 333-0790

University of St. Francis, Joliet (815) 740-3446

Western Illinois University, Macomb (309) 298-2762

Wheaton College, Wheaton (630) 752-5169

John Wood Community College, Quincy (217) 641-4538